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ORD-3073-74

30 July 1974

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-05 to GS-06

25X1A9a

1. [REDACTED] joined ORD in December, 1972 as a Clerk Stenographer. She was assigned to the Target Access Division until November, 1973 when she was reassigned to the Data Processing Research Division.

25X1A9a 2. Since joining the Data Processing Research Division [REDACTED] has been functioning as a junior secretary. She is responsible for providing secretarial support for the Information Processing Branch. In this position she has shown that she is highly competent. She can organize her workload to meet deadlines. She is efficient and accurate in the preparation of memoranda and other documents. She has and maintains a cheerful disposition and gets along very well with the other personnel in the office.

25X1A9a

3. From mid March through early June [REDACTED] was on loan to the ORD Contracts Staff. This was a very busy and demanding period of time for that staff. [REDACTED] performed very well on this assignment. A letter of appreciation from [REDACTED] C/CS/MS/ORD, is on file describing her performance.

25X1A9a

4. It is recommended that [REDACTED] be promoted from a GS-05 to a GS-06.

25X1A9a

25X1A9a [REDACTED]

Chief, Data Processing Research
Office of Research & Development

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SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED] GS-05 to GS-06

RECOMMEND APPROVAL:

25X1A9a

[REDACTED]

6 AUG 1974

Date

APPROVED:

/s/ JAMES V. HIRSCH
Director of Research and Development

12 AUG 1974

Date

Distribution:

Orig & 1 - Addressee
1 - C/SS/MS/ORD
① - SP/ORD
1 - C/DPR/ORD

DD/S&T/ORD/DPR: [REDACTED] :na:2101 (30 Jul 74)

25X1A9a

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